



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: February City Administrative Officer's Report

Date: March 16, 2015

Administration

- The City's FY 2016 Budget preparation process is underway. Public input is being sought by the City's Administration until March 20, 2015. In addition, opportunities for public input will be provided later at City Council FY 2016 Budget Public Hearings on April 13, and May 18, 2015.
- Ideas or suggestions can be submitted to the Mayor or City Administrative Officer in writing at: 6016 Princess Garden Parkway, New Carrollton, MD 20784-2898 or by email at city@newcarrolltonmd.gov
- Now that it is spring, don't forget to register your dog for New Carrollton's new dog park. Registration is free to residents and information is available online or by going to City Hall.
- The City was recently awarded a grant with the 4 Cities Coalition to assist residents in no or low cost spaying or neutering, if you know a resident in need please have them stop by City Hall for an application or call for more information.
- The Four Cities Coalition agreed to accept the recommendation regarding which video producer would best promote the Greenbelt Metro site as the ideal location for the new FBI headquarters. The selection group, made up of Greenbelt City Councilmember, Konrad Herling and staff members representing each City, felt both producers rendered excellent presentations and each would be an excellent choice. As a result, the staff members have selected Mr. William Cornett, LLP., as producer of the promotional video at a cost not to exceed \$20,000. Details regarding the contract and timing for a video to be produced will be forthcoming by March 17th.

Code Enforcement

- Attached is the report from Code Enforcement for the month of January. Attachment 1

City Clerk

- City Clerk Barber worked with the Board of Elections on preparing the 2015 Candidate Packets. The packets were prepared and made available for pick-up starting on Monday, February 23, 2015.

Election Reminders:

Friday April 3, 2015

DEADLINE (4:30 p.m.) for registering to vote with Prince George's County Board of Elections located at 1100 Mercantile Lane, Suite 115A, Largo, MD 20774. You must be a resident of the City of New Carrollton and be registered to vote in order to run for office or to vote in the General Election.

Friday, April 3, 2015

DEADLINE (5:00 p.m.) to file to run for elected office, including: submission of nominating petition of candidates for elective office, the form appointing campaign treasurer, the Financial Disclosure Statement, and the first Report of Campaign Contributions and Expenditures.

Economic Development

- On February 11, 2015 Staff attended a meeting with Park & Planning regarding the update of and changes to the County's zoning and development code.
- On February 17 & 18, 2015, Staff attending the International Council of Shopping Centers (ICSC) Conference at National Harbor and hosted a booth along with the Cities of Bowie and College Park and the Prince George's County Economic Development Corporation. Councilmember Lashley attended on February 18 and assisted with booth outreach to developers, commercial investors and retailers. Staff interacted with hundreds of real estate professionals and generated invitations to the New Carrollton Development Opportunity Tour and Networking Reception hosted by the City on March 10th.
- On February 19, 2015 Staff attended the Maryland Economic Development Association's Economic Development Day in Annapolis. MEDA was recognized on the floor of the Senate and by the House of Delegates.
- Staff has met with 3 local businesses and churches to discuss marketing and community outreach to support the New Carrollton business community.
- Staff has met with representatives from the County Executive's office regarding potential redevelopment of St. Christopher's church property.
- Staff will attend a Maryland Economic Development Association workshop this Thursday. The workshop will focus on structuring public-private partnerships using New Market Tax Credits to spur redevelopment of aging commercial properties.

Finance and Accounting

- Due to the staff transition, there is no report at this time. In the next Administrative Officer's Report, there will be two financial reports.

Human Resources

- No report at this time.

Attachment_1_C.E. Report

Department of Code Enforcement

Monthly Activity Report

February, 2015

Statistics recorded for violations in the month of February for some of the major categories are as follows:

<u>Dead Vegetation/Leaves</u>	<u>38</u>
<u>Sanitation: Litter, Rubbish or Solid Waste</u>	<u>13</u>
<u>Rental Inspections for Single Family Dwellings and Multi-family Dwellings</u>	<u>11</u>
<u>Snow & Ice Removal</u>	<u>44</u>
<u>Refuse on the Public Right of Way</u>	<u>5</u>
<u>Vehicles Blocking</u>	<u>10</u>
<u>Parking Against the Flow of Traffic</u>	<u>6</u>
<u>Unauthorized Motor Vehicles</u>	<u>9</u>
<u>Exterior Surfaces: holes, Breaks, Loose/Rotting Boards, Weather Proof Condition</u>	<u>6</u>
<u>Electrical System Hazards and Electrical Installation and Maintenance</u>	<u>5</u>
<u>All other categories of violations</u>	<u>38</u>
<u>Total</u>	<u>185</u>

These may be of interest to the City Council and the general public as well.

- Code Enforcement Officer Isiah Harris related the following incident, which occurred on March 9, 2015:

A lady was lying on the ground in front of 5906 Lamont Dr. She had slipped on the ice and a man was trying to help her up when Code Enforcement Officer Harris showed up and asked him not to move her because he might cause her further injury. Officer Harris called 911 and Officer Walker and the Fire Department and an ambulance responded. Officer Walker took over from there.

- The shopping parking lot has had many shopping carts scattered all over the lot causing a multitude of problems. Code Enforcement brought this to the attention of the Manager on duty, Mr. Roun. He explained that the wheels have a locking system that when taken too far, the wheels lock up and they have to unlock them with a hand held device, or drag them back. He said that he would have them removed. Checking back later, it was found that they had been removed on orders from the Manager.
 - In furtherance of our departmental objective to encourage and provide training to Code Enforcement personnel, our Administrative Assistant was enrolled in Prince George's County College to take advanced training in administrative matters and pursue an advanced certification.
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